

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
FORMER BOONE COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period
July 1, 2005 Through October 9, 2006**



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Independent Accountant's Report

Robert M. Burnside, Secretary, Finance and Administration Cabinet
The Honorable Ron Burch
Former Boone County Property Valuation Administrator
The Honorable Shelia Robertson
Acting Boone County Property Valuation Administrator
Burlington, Kentucky 41005

We have performed the procedures enumerated below, which were agreed to by the Acting Boone County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2005 through October 9, 2006. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Boone County Property Valuation Administrator (PVA). Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Prepare proof of cash for the period July 1, 2005 through October 9, 2006.

Finding -

PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Auditor prepared a proof of cash for the period July 1, 2005 through October 9, 2006 and reconciled these amounts to the PVA's receipts and disbursements.

2. Procedure -

Confirm bank balances with financial institutions as of October 9, 2006. Verify reconciled ending balances were transferred to the Acting PVA.

Finding -

Auditor confirmed bank balances with financial institutions as of October 9, 2006 and verified reconciled ending balances were transferred to the Acting PVA.



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3. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Auditor compared recorded city receipts to confirmed payment amounts obtained from city governments. The list of city receipts appeared complete.

4. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

Auditor compared the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Auditor traced the fiscal court payments from the fiscal court statutory contribution account to the PVA's local bank account

5. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding -

Disbursements agreed to cancelled checks and invoices. Disbursements were for official business. The former PVA did not utilize any credit cards.

6. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

The former PVA purchased 14 computers on August 2, 2006. The disbursement agreed to the cancelled check and invoice. The computers were purchased under state contract and were within the amount allowed per the budget. All of the computers were located in the PVA's office. We were able to obtain a Capital Asset Inventory List as of May 9, 2006, but we were unable to obtain a more current listing with the addition of the computer purchase. We recommend that the PVA's office maintain a current listing of all capital assets and submit this list to the Department of Revenue as required.

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7. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

There were no lease agreements or professional service contracts. Any professional services used are billed by the hour and invoices.

8. Procedure -

Compare PVA's final budget to actual expenditures to determine if the PVA overspent in any account series.

Finding -

The PVA did not overspend in any account series.

9. Procedure -

Determine whether timesheets are completed, maintained, and support hours worked.

Finding -

Timesheets were completed, maintained, and hours worked were supported.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

November 8, 2006